

# **MONTANA BROADCASTERS CONVENTION REGISTRATION INSTRUCTIONS**

The link to register can be found on our website (under events) as well as convention emails.

NOTE: This link also provides information and links to book hotel rooms at the MBA group rate. It is not required that you book guest rooms when registering, but keep in mind that the special hotel rates are valid through May 10, 2022, or when the block is sold out, whichever comes first. Book early to save money!

## **STEP BY STEP MBA CONVENTION REGISTRATION INSTRUCTIONS**

### **STEP 1: LOG INTO YOUR ACCOUNT TO COMPLETE THE REGISTRATION.**

Haven't completed your account login yet? Now is the perfect time to do so.

### **STEP 2: REGISTRATION TYPES**

MBA Convention (Single) = \$185.00

MBA Convention (Couple) = \$260

\*\*\*ONLY Opening Reception/EB Awards Banquet (per person) \*\*\* = \$75

Select the registration type you want.

Enter the information as requested for you (and your spouse/guest if you chose that option).

If you register for the convention (either single or couple), you will have the following choices to make:

1. Couple – will need to add your spouse/guest information
2. Polo shirt size (if you register as a couple, you will have to select two shirt sizes).
3. Meals (you will be able to let us know what meals you will be attending – for catering purposes: Friday night reception/dinner, Saturday night opening reception/EB Craney Banquet, and Sunday breakfast.

### **Step 3: PAYMENT INFORMATION**

- Pay now by credit card? Continue to complete the necessary fields and click "pay now."
- Pay by check? To receive an invoice, check the PAY BY INVOICE box. (Next to total amount)

### **TO COMPLETE THE REGISTRATION: click "SUBMIT"**

- You will see an onscreen notification that your registration is complete. Print this if you wish.
- You will receive an email receipt **If you need to make changes to your registration, please contact Dewey or Kristi directly.**

Please contact Dewey or Kristi with any questions that you might have.

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